[COMPANY LOGO]

Inventory Reviewing, Ordering, Receiving/Storing

Last Updated: 22/01/2024

Employee Responsible: Kitchen Supervisor

Purpose:

To accurately track, order, receive, and store all necessary inventory.

Review Procedure:

This procedure document should be reviewed (and updated if necessary) by the **Regional Supervisor** at least **Once Every 2 Months** or immediately after any physical operational procedure steps have been changed at any point.

Procedure Outline

1. Inventory Review Process
2. Inventory Ordering Process
3. Inventory Receiving/Storing Process
4. IMS Updating Process

Inventory Review Process

Purpose: To ensure that the kitchen has the sufficient supply of inventory needed to operate successfully and decide what items must be ordered.

Procedure

1. Log in to the inventory management software system through the kitchen office computer
2. Locate all below par inventory items and create an order list (by supplier) of the below par level items
3. Review the "Low Inventory Item" sheet which is updated by the cooks each night during the closing procedure
4. Add the low inventory items from the low inventory item sheet to the order list with the quantity to order of each item
5. Verbally ask the kitchen staff if any of their station inventory items seems to be low at the moment
6. If the cooks notify you of any low inventory items, review the designated storage areas to check if there is back up for this item
7. If there is no back-up for the item, add the low inventory item to the order list with the quantity to order of each item

Inventory Ordering Process

Procedure

1. Locate the order list that has been created during the inventory review process
2. Contact each supplier using the preferred ordering method of the supplier (Ex. Marty's Meat - Call (XXX)XXX-XXXX to Order)
3. Inform the supplier of the item to be ordered, the quantity, the delivery date, and the delivery time
4. Inform the supplier of any special item requests (Ex. Smallest brussels sprouts available)
5. If an item from this supplier is unavailable, note this down on the order sheet so that you can order the item from an alternative/back-up supplier
6. If making a phone order, ask the supplier to read back the items, quantities, and delivery date(s)
7. Write down the order total on the order list along with the promised delivery date and time
8. Repeat steps 2-7 for all suppliers/items which need to be ordered

Inventory Receiving/Storing

Procedure

1. Ask the vendor delivery driver to bring the incoming delivery order to the designated delivery receival area of the kitchen
2. Ask the delivery driver to wait as you inspect the items for quality and quantity

3. Locate the purchase order of the items to compare to the invoice that you will receive from the supplier
4. Review the invoice from the supplier against the the purchase order and ensure that the number of units ordered match the number of units which have been delivered
5. Open boxes of produce to inspect the majority of the items in each box to ensure that they have been delivered in good condition and meet all expectations
6. Check all dry storage and freezer items for container dents or implications
7. If all items delivered meet company expectations and the correct quantity of each item are present, sign the invoice, store the customer copy in the kitchen office, and continue to step 10
8. If only certain items were delivered as expected, sign off on only the approved items, and send the unapproved items back with the supplier. Ask the delivery driver to sign the invoice to acknowledge the discrepancy. Contact the vendor to notify them about the inventory issue. Place a new order for these items with either the same supplier, or a back-up supplier.
9. If all items have been unapproved, send the unapproved items back with the supplier. Ask the delivery driver to sign the invoice to acknowledge the discrepancy. Contact the vendor to notify them about the inventory issue. Place a new order for these items with either the same supplier, or a back-up supplier.
10. Once all items have been inspected, approved, and signed by the supervisor, begin to write storage labels for each item prior to storing.
11. For each item create a storage label which will include the:
    - Item Name (Ex. Brussels Sprouts)
    - Item Reference/Lot Code (Ex. #0610202215)
    - Item “Use By” Date (Ex. 06/11/2022)

12. Create a sticker label for each received item by writing the above information in the above order using a black sharpie marker to write the information on a neatly cut piece of blue masking tape.
13. Once all items have been placed in their correct storage containers, neatly place the storage label on the center face of the container
14. Place the labeled storage container in the correct storage location of the kitchen.
15. Follow the meat storage chart when storing any raw meat items
16. Place all newly received items below or behind the current inventory stock to ensure employees are using the old inventory first

IMS Updating

Procedure

1. Once all items have been properly stored in their designated kitchen storage locations with their written storage labels, log in to the kitchen inventory management software system from the kitchen office computer
2. Update all of the item quantities in the IMS based on the quantities that were delivered and approved (Include lot code for each item)
3. If item prices have changed, update the price of the item in the IMS
4. Review all updated items prior to logging out of the IMS

Monitoring

The regional chef will monitor the kitchen's inventory management system from the software's admin panel. Any unusual inventory behavior or concerns regarding the inventory of a certain kitchen location will be brought to the attention of the kitchen supervisor.

SIGNATURES

Signatures from employees and management to confirm that they have read and understand procedures.

Staff Member Name	Signature	Date

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